

**Rule 9070-1. Exhibits.**

**(A) Preparation for a Hearing or Trial.** Exhibits must be pre-marked prior to the commencement of any hearing or trial. Plaintiff/movant and defendant/respondent exhibits shall be identified by corresponding exhibit tags. Plaintiff(s)' exhibits shall be marked numerically and defendant(s)' exhibits shall be marked alphabetically. Exhibits shall be accompanied by the Local Form "Exhibit Register" and sufficient copies of the register and all exhibits for each party and the judge.

**(B) Oversize Exhibits.** Any physically large exhibit unsuitable for storage at the court shall be returned to the party introducing it for retention until the matter is no longer subject to appellate review. Parties receiving such exhibits shall be responsible for producing them if required for an appellate record or for review by interested parties.

**(C) Temporary Release of Exhibits.** No exhibit received in evidence will be released from the court during the evidentiary proceedings without an order of court, except as provided in subdivision (B). Upon the entry of an order, the party to whom the exhibit is to be released shall prepare a receipt, precisely describing the exhibit and its corresponding number, for temporary release. The receipt must be signed by the attorney or other court-approved agent receiving the exhibit.

**(D) Withdrawal or Disposal Upon Finality.** After a matter is no longer subject to appellate review an exhibit may be returned to the party offering it without court order upon a written request stating that no appeal is pending and the case or proceeding is final. The requesting party shall furnish the clerk with an adequate size, self-addressed, stamped envelope or shall make other appropriate arrangements for return of the exhibit. Any exhibit not returned within 30 days after a matter is no longer subject to appellate review may be destroyed or otherwise disposed of by the clerk without further notice.